BY ORDER OF THE COMMANDER
305TH AIR MOBILITY WING

MCGUIRE AIR FORCE BASE
INSTRUCTION 33-101

1 JUNE 2004

Communications and Information

COPIER MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at: **http://www.e-publishing.af.mil.**

OPR: 305 CS/SCBSR (MSgt C. Turner)

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This instruction outlines the policy and procedures for copier monitors assigned at McGuire AFB and tenant units. It provides guidance on responsibilities and requirements of copier monitors in the performance of their duties. Copier monitors are to utilize this guide in conjunction with unit/local policy and the following references: DODD 5330-3/AFSUP 1, *Defense Automated Printing Service;* DOD 5200.1-R, *Information Security Program,* and AFI 31-401, *Information Security Program Management.*

1. Appointment. Personnel must be designated in writing by the squadron commander or designated representative to be appointed as the primary or alternate copier monitor for copiers within an organization. The McGuire AFB IMT 2, **Copying Machine Identification and Information** (**Attachment 2**), will be used for appointment of copier monitors. After appointment, post McGuire AFB IMT 2 near the copier and send a copy to 305 CS/SCBSR.

2. Responsibilities.

2.1. Protect Machine. Protect the copying machine from physical abuse and to ensure the machine is used for only legal, official business. Examples of physical abuse include use of excessive force, use of transparency material not approved by the vendor, inadvertent scratching of the drum when removing paper, staples or paper clips not removed before entering paper into the automatic document feeder, etc.

2.2. Order Supplies. Use the toll free number affixed to the machine to order your supplies. The contractor will provide all consumable supplies (including staples) necessary for the operation of the equipment. Paper is not included. Supplies will be delivered within 48 hours after the order is received. Ensure supplies are used only for the contract copier.

2.3. Make Service Calls. Ensure service calls are placed when the machine malfunctions or does not produce quality copies. Use the toll free service number affixed to the machine. There is a standard

two-hour service response for critical machines and a four-hour service response for all other equipment. Have the following information available when you phone the company representative:

2.3.1. Building number.

2.3.2. Room number.

2.3.3. Point of contact.

2.3.4. Phone number.

2.3.5. Make/model of copier.

2.3.6. Equipment ID number.

2.3.7. Serial number.

2.3.8. Problem your copier is experiencing and any codes flashing on the machine.

2.4. Maintain Downtime Ledger. Use **Attachment 3** as a template for creating your own copier downtime ledger. At a minimum annotate the following:

2.4.1. Date/time of service call.

2.4.2. Problem your copier is experiencing.

2.4.3. Date/time technician arrived.

2.4.4. Was the machine repaired.

2.4.5. Were additional parts required.

2.4.6. Total downtime for copier (# of hours it took the technician to arrive since the service call was placed).

2.5. Provide Training. Educate customers on how to operate the copying machine. Upon request, the company will provide training when there has been a change or turnover of personnel. Call the toll free service number affixed to the machine to schedule training.

2.6. Schedule Relocation of Copiers. Contact the company representative to request a copier be moved or relocated. This request should be made 5 days prior to the desired move day using the toll free service number affixed to the machine. Have the following information available:

2.6.1. Building/room number, point of contact, phone number, unit and office symbol.

2.6.2. Copier model, type, equipment ID number and serial number.

2.6.3. Location to be delivered, building/room number and delivery day (once move has been completed, send an updated appointment letter with the new information to 305 CS/SCBSR).

2.7. Maintain Continuity Binder. Maintain a copier continuity binder which includes the following:

2.7.1. Copier monitor’s appointment letter.

2.7.2. Copier justification letters or AF Form 3215, **IT/NSS Requirements Document**.

2.7.3. Copy of this instruction.

2.7.4. Copier downtime ledger.

2.7.5. Any other pertinent information.

2.7.6. Documentation designating copier for classified information.

3. Request for Copier. To request a new copier, complete an AF Form 3215. To help with justification, start by answering the following questions: Who uses the copier? What type of material is reproduced? How will the copier assist you in your job? Also include the following: monthly estimated number of copies to be produced, nearest available copier and highest classification of material to be copied. New equipment can be installed during the first 36 months (Oct 03-Sep 06) of the contract period. No new orders will be approved during the last 12 months (Oct 06-Sep 07) of the contract.

4. Document Automation and Production Service (DAPS). When office printing needs/requirements exceed the established base copy limit (ten copies per document), offices must use DAPS located on Fort Dix, building 6044.

5. Reproducing Classified. IAW DODD 5330-3/AFSUP 1, paragraph 5.5.1.1, reproduce classified documents only on copier equipment approved by the unit security manager and one that complies with security requirements. Ensure the appropriate procedures are followed according to unit/local policy, DOD 5200.1-R (paragraph C6.3.10 and C6.5) and AFI 31-401 (paragraph 5.17, 5.26-5.27). Create and display the appropriate forms and visual aids near the copier as required. Use McGuire AFB VA 33-101, *Stop-Do Not Use for Classified Reproduction* (**Attachment 4**), and McGuire AFB VA 33-102, *Classified Reproduction Rules* (**Attachment 5**). See **Attachment 6** for additional information on clearing the machine.

NOTE: Copiers will be designated classified by the unit commander by using the AF Form 3215 and routing it through the unit security manager.

6. Network Security Issues. Units must complete an AF Form 3215 for any machine requiring network connectivity. The form will be routed through 305 CS/SCBN (Network Control Center) to 305 CS/SCBIA (Information Assurance) for approval.

7. IMT Prescribed.

7.1. McGuire AFB IMT 2, **Copying Machine Identification and Information.**

JIMMIE C. JACKSON, JR., Colonel, USAF
Commander, 305th Air Mobility Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DOD 5200.1-R*, Information Security Program*

DODD 5330-3/AFSUP 1, *Defense Automated Printing Service*

AFI 31-401, *Information Security Program Management*

Abbreviations and Acronyms

DAPS—Document Automation and Production Service

IAW—In Accordance With

IMT—Information Management Tool

ID—Identification

VA—Visual Aide

Attachment 2

COPIER MACHINE IDENTIFICATION AND INFORMATION

COPIER MACHINE IDENTIFICATION AND INFORMATION

SECTION 1 - MACHINE IDENTIFICATION AND LOCATION

ORGANIZATION	OFFICE SYMBOL	BUILDING NUMBER	ROOM NUMBER
MANUFACTURER	**EQUIPMENT ID NUMBER**	**SERIAL NUMBER**	**REPAIR/SERVICE TELEPHONE NUMBER**

SECTION II - RESTRICTIONS

A MAXIMUM OF **(NO MORE THAN 10)** COPIES PER ORIGINAL MAY BE MADE ON THIS MACHINE	PLACE AN "X" IN THE APPROPRIATE BLOCK ☐ COPYING CLASSIFIED MATERIAL ON THIS COPIER IS AUTHORIZED. MCGUIREAFB VA 33-102, CLASSIFIED REPRODUCTION RULES, MUST BE POSTED. ☐ COPYING CLASSIFIED MATERIAL ON THIS COPIER IS NOT AUTHORIZED. MCGUIREAFB VA 33-101, STOP-DO NOT USE FOR CLASSIFIED REPRODUCTION, MUST BE POSTED.

SECTION III - COPIER MONITORS

PRIMARY	
NAME AND RANK	TELEPHONE NUMBER (DSN)
ALTERNATE	
NAME AND RANK	TELEPHONE NUMBER (DSN)
ALTERNATE	
NAME AND RANK	TELEPHONE NUMBER (DSN)

SECTION IV - APPROVAL AUTHORITY

THIS MACHINE IS APPROVED FOR OPERATION UNDER PROVISIONS OF MCGUIREAFBI 33-101, COPIER MANAGEMENT PROGRAM. A COPY OF THIS AUTHORIZATION WILL BE POSTED NEAR THE COPIER AND ONE COPY FORWARDED TO THE BASE COPIER MANAGER FOR THE MASTER COPIER FILE.	TYPED NAME AND GRADE OF SQUADRON COMMANDER SIGNATURE DATE

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17, UNITED STATES CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHT MATERIAL. THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.

FOR IMMEDIATE ASSISTANCE PLEASE CONTACT YOUR COPIER MONITOR OR THE BASE INFORMATION MANAGEMENT OFFICE. GUIDANCE MAY BE FOUND IN MCGUIRE AFBI 33-101, COPIER MANAGEMENT PROGRAM.

MCGUIRE AFB IMT 2, 20040501, V1

Attachment 3

COPIER DOWNTIME LEDGER (EXAMPLE)

Date/Time of Service Call	Problem (Explain in detail)	Date/Time Technician Arrived	Machine Repaired (Yes/No)	Parts Required (Yes/No)	Total Downtime (Hours)

Attachment 4

STOP-DO NOT USE FOR CLASSIFIED REPRODUCTION

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Attachment 5

CLASSIFIED REPRODUCTION RULES

CLASSIFIED REPRODUCTION RULES

- THIS EQUIPMENT IS APPROVED FOR CLASSIFIED MATERIAL REPRODUCTION BY THE UNIT SECURITY MANAGER
- REPRODUCE ONLY WHEN MISSION ESSENTIAL
- OPERATOR MUST REMAIN AT MACHINE
- RETRIEVE ALL ORIGINALS AND COPIES
- MUST BE KNOWLEDGEABLE OF BASIC INFORMATION ON THE USE OF THIS MACHINE (SPECIAL FUNCTIONS, FEATURES, MALFUNCTIONS, OPERATING/REPORTING PROCEDURES)
- RUN TWO BLANK COPIES TO CLEAR EQUIPMENT
- COMPLY WITH DODD 5330.3/AFSUP 1, DOD 5200.1-R, AFI 31-401 AND MCGUIREAFBI 33-101

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Attachment 6

MEMORY DATA DECAY TIME

SHARP

Memory Data Decay Time

5th September 2003
Digital Solutions Department
Digital Document Systems Group
Sharp Corporation

Scope of this document:

This document describes DRAM data decay time for the Sharp Imager machines after the power switch is turned off.

Memory decay and DRAM refresh time:

In the printer controller of the above referenced machines, all received and scanned data, including the image, are stored in DRAM (Dynamic Random Access Memory).

The DRAM stores data as a very small capacitance charge that is built on the surface of the chip. As a matter of course, this charge gradually leaks away and is the cause of what is referred to as "data decay". In order to counteract this decaying phenomenon, all of the DRAM data must be constantly re-written at certain set intervals; otherwise, the information will be lost as the data begins to decay. This set interval is called a refresh cycle. The value of the refresh cycle of the DRAM that is used in all of the SHARP MFP's is 64ms (milliseconds). Therefore, as a result of this predetermined interval, 64ms after the refresh process is halted, the DRAM data decays.

Power off sequence and signal reset:

On the print controller, the signal to perform the DRAM memory refresh is halted whenever the reset signal is asserted. The Reset signal gets triggered whenever the voltage from the power line is cut, whether that be from turning the power switch off, having an overload of the power supply unit, or by having some sort of short circuit occur, etc. For the purposes of this document, we will discussed the case where the power switch is turned off. In order to determine the full data decay time from the point that the power switch is turned off until DRAM data decay begins, we have to find the length of time between power off and reset signal assertion. (Please note: Once the print controller data is transitioned to the engine side, scanning, copying and printing utilize the same signal reset process.)

Measured waveforms:

The length of time from power switch off until the reset signal is activated is dependent on a variety of power supply characteristics and the load of the printer controller at any given time. Because of these changing variables, it makes it impossible to calculate a consistent time value. Therefore the SDC (Solution Development Center) decided to measure time length directly from the actual MFPs. (See appendix below.)

A summary of that testing is as follows:

1) Power switch turn off to reset signal assertion time on the AR-M450 and like machines is 400ms.
2) Power switch turn off to reset signal assertion time on the AR-M277 and like machines is 233ms.
3) As previously discussed, since there is variation in the power supply circuit of these machines, the time is not fixed.
4) Given the level of variation noted, the SDC concluded that 500ms is a sufficient amount of

time to assert the Reset signal after the power switch is turned off.

Conclusion:

The total decay time can be determined by taking the memory refresh time of 64ms and adding to that the power off to reset time of 500ms as described above.

Total Decay time (564ms) = Reset signal assert time (500ms) + DRAM refresh cycle (64ms)

Appendix:

Fig 1 . Waveform case for the AR-M450 type machine as it is powered off.

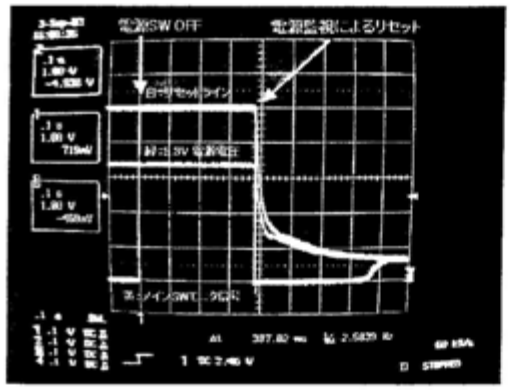

Fig2. Waveform case for the AR-M277 type machine when it is turned off.